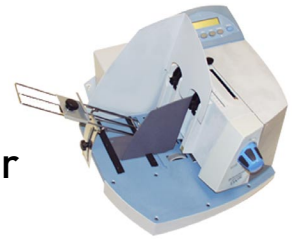
Pitney Bowes

Engineering the flow of communication™

Installation Instructions

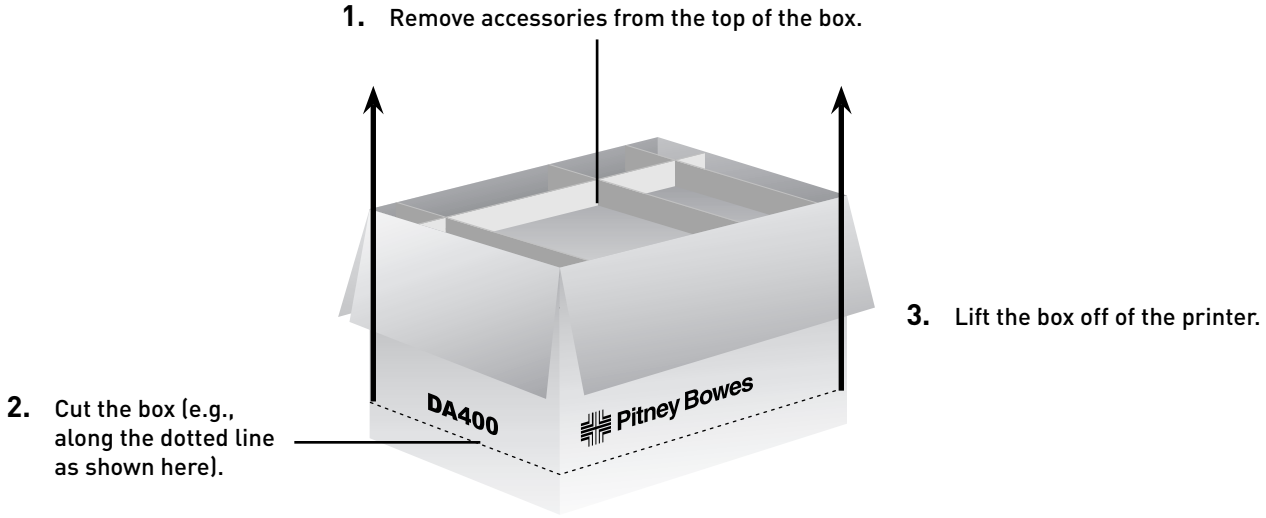


AddressRight® DA400 Printer Installation Instructions

Taking the Printer Out of Box

1. Open the top of the box and remove the accessories.
2. Cut around the bottom of the box.
3. Lift the box off of the printer.

IMPORTANT! Do not attempt to lift the printer without assistance.


1. Remove accessories from the top of the box.
2. Cut the box (e.g., along the dotted line as shown here).
3. Lift the box off of the printer.
DA400
Pitney Bowes

Choosing a Location

The following environmental considerations must be kept in mind when selecting a location for the Address Printer. Doing otherwise may affect the operation and performance of the Address Printer.

1. Place the printer close enough to the computer for the parallel or USB cable to reach.

   NOTE: A/B Parallel switches are not recommended for operation with this printer.

2. Place the printer on a flat, stable surface.
3. Use a grounded, dedicated outlet for the printer only. Do not use an adapter plug.
4. Avoid locations near direct sunlight, excessive heat, high humidity, moisture, or dust.
5. Keep the entire system away from large motors or other appliances that might disturb the power supply or create potential interference.

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Assembling the Printer

Once you've placed the printer in a suitable location, assemble the printer components in the following order:

NOTE: Do not plug the printer into the power source until you've completed steps 1-4.

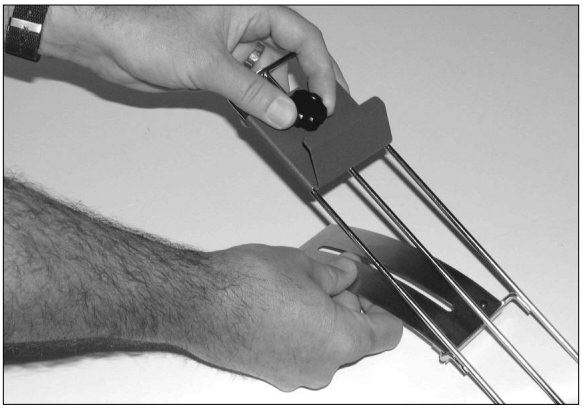
1. Installing the Bin Extension
2. Installing the Wire Frame Assembly
3. Installing the Sliding Fence
4. Connecting the Parallel or USB Cable
5. Connecting the Power Cord and Turning the Printer ON
6. Installing the Print Cartridge(s)

1. Installing the Bin Extension

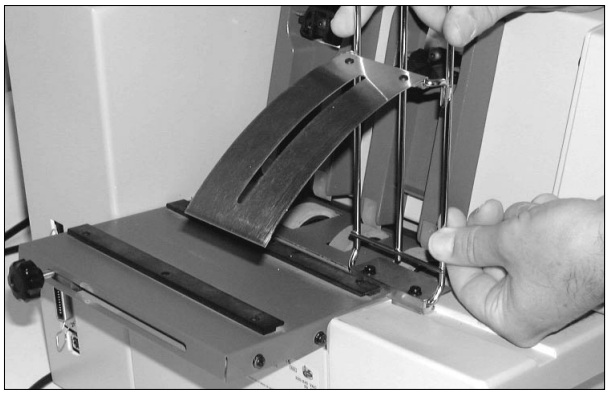
Seat the Bin Extension on the upper floor as shown at right. Use the screws provided to secure the Bin Extension.

2. Installing the Wire Frame Assembly

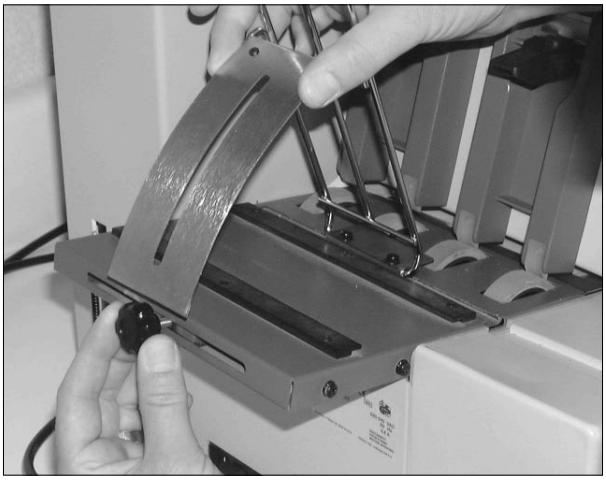
A. Turn the Clamp Knob to loosen the Feed Ramp. Slide the Ramp to the top of the Wire Frame Assembly and retighten the Clamp Knob to secure it.



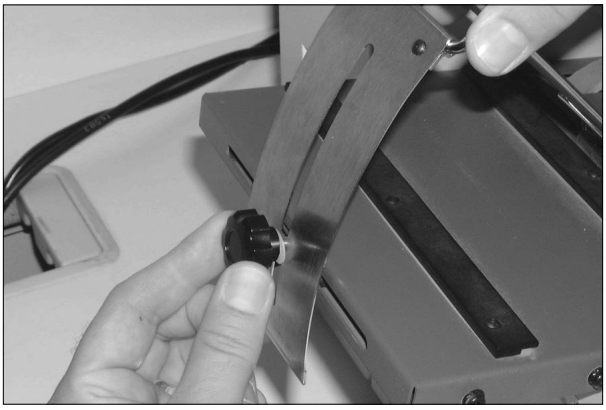
B. Hold the Wire Frame Assembly nearly vertical with the Feed Ramp on the upper end and the Deflector Plate on the lower end.



C. Insert the Deflector Plate and Slide into the channel in the Upper Floor Assembly. Slide the Wire Frame Assembly to the center of the floor. When properly installed, the slide is contained in the channel by the lips on both sides of the channel.



D. Locate the Clamp Knob on the back of the printer's Upper Floor Assembly. Turn to loosen the Clamp Knob and move it over to align it to the center of the Wire Frame Assembly.

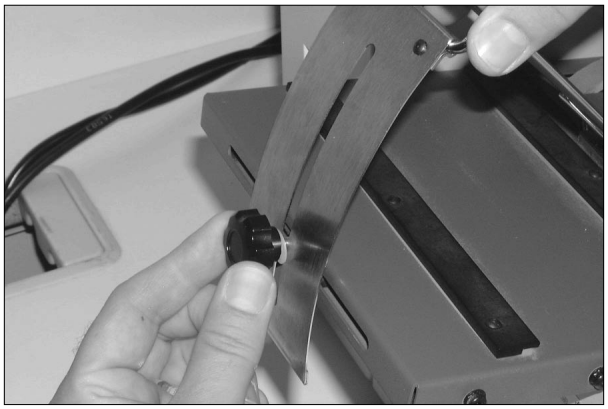


Assembling the Printer (continued)

2. Installing the Wire Frame Assembly (continued)

E. Remove the Clamp Knob and the nylon washer from the printer and save for installation of the Wire Frame Assembly.

F. Lower the Wire Frame Assembly. Align the slot in the Media Support to the hole for the Clamp Knob.



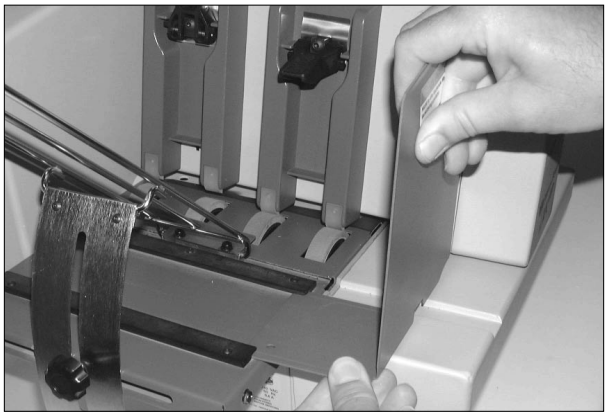
G. Reinstall the Clamp Knob and washer through the slot in the Media Support. Tighten the Clamp Knob to hold the Wire Frame Assembly in place.

3. Installing the Sliding Fence

Included in the Accessory Kit is a long and short Sliding Fence. The fences keep the media together in a stack. Use the short Sliding Fence for postcards and media up to the size of DL envelopes. Use the Long Sliding Fence for all other sizes.

A. Locate the two long slotted Fence Retainer tabs on the Upper Floor. This is where the Sliding Fence attaches to the printer.

B. Slide the rectangular shaped edge of the Sliding Fence between the two tabs.



Assembling the Printer (continued)

4. Connecting the Parallel Cable or USB Cable

Use the parallel cable to connect the printer to a standard Centronics parallel port on your computer, or if your computer has USB ports, you can use a USB cable.

The Address Printer ports are located on the rear of the printer near the power switch.

Parallel Cable

A. Align the male end of the parallel cable to the port on the printer. Push the cable connector completely in.

B. Secure the cable in place by snapping the two wire clips located on each side of the parallel connector into the tabs on the cable.

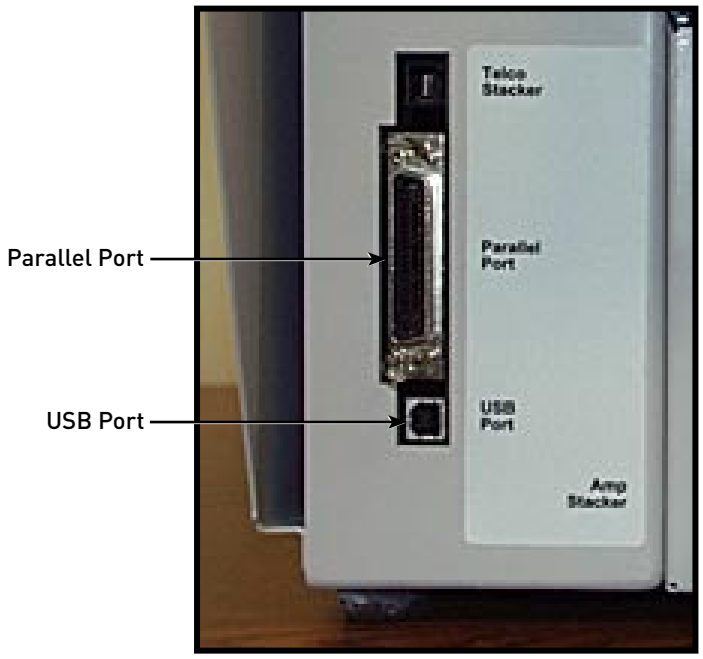
C. Align the other end of the cable to the connector on the computer and push into the port.

D. Secure the cable in place by screwing the thumb screws on the cable connector into the connector on the computer.

USB Cable

A. Align the squarer end of the USB cable to the USB port on the printer. Push the cable connector completely in.

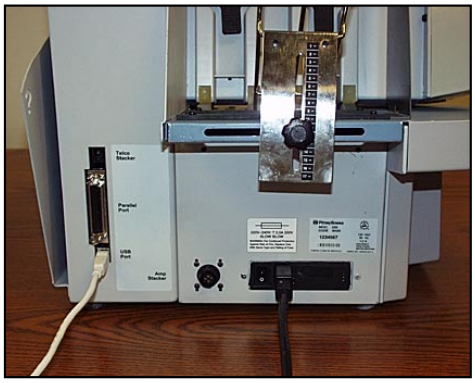
B. Align the flatter, rectangular end of the USB cable to the USB port on the computer or USB hub. Push the cable connector in completely.



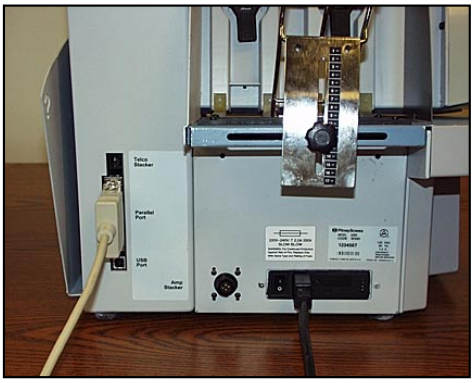
Assembling the Printer (continued)

5. Connecting the Power Cord and Turning the Printer ON

A. Make sure that the power switch is turned OFF (0), then connect the power cord to the printer.



Power cord and USB cable attached



Power cord and Parallel cable attached

B. Plug the power cord into a *grounded* outlet. Please review the safety information on pages 1-5 and 1-6.

Once you've connected the cable, press the printer's power switch to the "I" (ON) position. The switch is located next to the power cord receptacle.

When you turn the printer on. The LCD menu displays that the printer is initializing. After a few seconds, the printer will automatically go "ON LINE".

You can tell if the printer is ON LINE, by looking at the green indicator light above the ON LINE key. When the printer is ON LINE, the indicator will be lit.

6. Installing the Print Cartridge(s)

The printer uses Print Cartridges which you must now install before you can print. Make sure the printer is OFF LINE before you install the print cartridges.

A. Open the Print Station Cover.

B. Remove the Cartridge from the shipping container by peeling the top cover off. Be careful not to touch the copper ribbon.

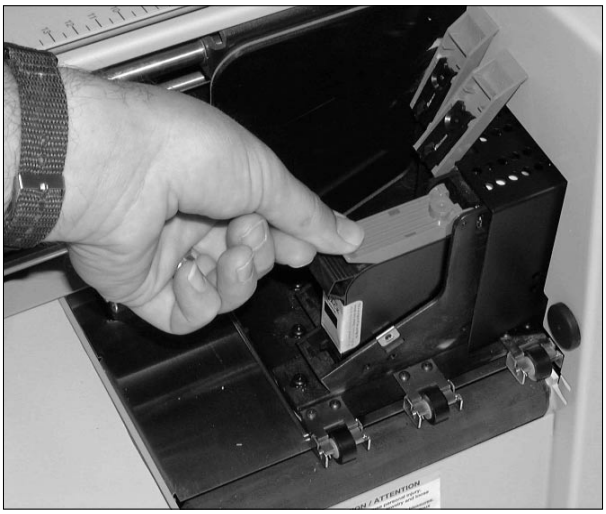
C. Gently remove both pieces of tape covering the ink nozzles on the Print Cartridge. Be careful not to touch the copper nozzles.

D. Raise the latch all the way up on the Head Print Assembly. Hold the cartridge from the notched handle on top of the cartridge. Insert the cartridge down at approximately a 45 degree angle into the cradle.

E. Push down on the ink cartridge until it is seated on the bottom of the Head Print Assembly. Push and rock the ink cartridge forward to stand the ink cartridge up.

F. Press down the blue latch to lock the ink cartridge in place.

G. Repeat this process to load the other ink cartridges.



Performing Print Head Calibration

Refer to pages 3-17 through 3-19 of SV61188, *DA400 Service Manual*, for instructions on print head calibration.

Installing the Printer Driver and Envelope Designer Plus™

Refer to SV61108, *Installing Printer Drivers and Envelope Designer™ Plus for AddressRight® DA Printing Systems and DocuMatch®*, for instructions on installing the printer driver.